



# POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location Orlando, FL.		5 Duty Station Orlando, FL.		1 Agency Position No. NL12714	
Explanation (Show any positions replaced) NL10662		7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6 OPM Certification No.	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13 Competitive Level Code 1199		14 Agency Use	

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a U S Office of Personnel Management						
b Department, Agency or Establishment						
c Second Level Review						
d First Level Review	Security Assistance Program Specialist	GS	0301	12		
e Recommended by Supervisor or Initiating Office						

16 Organizational Title of Position (if different from official title)		17 Name of Employee (if vacant, specify)	
18 Department, Agency, or Establishment Department of the Army (DA)		c Third Subdivision Office of the Commander (C)	
a First Subdivision U.S. Army Materiel Command (AMC)		d Fourth Subdivision Command Analysis and Planning Office (CA)	
b Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)		e Fifth Subdivision	
19 Employee review - This is an accurate description of the major duties and responsibilities of my position		Signature of Employee (optional)	

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a Typed Name and Title of Immediate Supervisor John F. Daniele, Supervisory Program Analyst	b Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 10/30/02	Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22 Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 79, TS-34, Jul 99; USOPM AAGEG, Aug 90, TS-98.	
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 	Date 3/16/02		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks  
This is a full performance position. Non-critical Acquisition Position: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777.

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev 1-85)  
U S Office of Personnel Management

### INTRODUCTION

Position is located in the Command Analysis and Planning Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

### MAJOR DUTIES

1. Plans, directs, coordinates and manages assigned aspects of the command's Security Assistance program. Works directly with representatives of U.S. Army Security Assistance Command (USASAC), other Major Subordinate Commands, Security Assistance Officers and foreign governments to identify/define simulation/training device requirements. Conducts preliminary analyses of customer specific training requirements in relation to on-going STRICOM acquisition programs to determine if existing sources are available.

20%

2. Serves as Foreign Military Sales (FMS) case manager for FMS cases assigned. Manages total case responsibility from preparation of Price and Availability (P&A) and Letters of Offer and Acceptance (LOAs) through implementation, execution and case closure. Measures logistical and financial progress of FMS programs against price and availability estimates providing status reports and modification and amendments to LOA data as required. Identifies cost elements, applies surcharges and insures compliance with Security Assistance financial management regulations from basic cost estimates.

60%

3. Serves as the STRICOM representative at meetings and conferences, both CONUS and OCONUS, to present overall program status and issues/actions.

20%

Performs other duties as assigned.

**Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 Points**

- Knowledge of the principles of organizational behavior.
- Awareness of the legislative principles governing Security Assistance which include the Arms Export Control Act and Foreign Assistance Act.
- Knowledge of Security Assistance policies and procedures and sequential actions to effectively manage an FMS case.
- Knowledge of both qualitative and quantitative analytical management methods to issues and case studies concerning the efficiency and effectiveness of the security assistance program, which serve to facilitate program operations.
- Comprehensive understanding of the mission, doctrine, and strategy of the Army, AMC, and STRICOM.
- Knowledge of the military Command structure, missions, programs and organizational relationships.
- Skill with automated database systems to integrate their use and acceptance into STRICOM's everyday business practices.

**Factor 2 - Supervisory Controls - Level 2-4 - 450 Points**

Incumbent operates within priorities, funding and overall project objectives, and consults with the supervisor on broad aspects of an assignment and the long-term milestones to be achieved.

Incumbent is responsible for planning and organizing studies and conducting all phases of the project that involves the definitive interpretation of regulations and study procedures, and the initial application of new methods. Incumbent informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Management officials whose programs and employees would be affected by implementation of recommendations also review completed work critically outside the employee's immediate office.

**Factor 3 - Guidelines - Level 3-4 - 450 Points**

Guidelines include DoD, DA, and AMC regulations and basic legislation to include the Arms Export Control Act and Foreign Assistance Act governing acquisition and security assistance. Guidelines require considerable adaptation and/or interpretation for application to issues and problems studied pertaining to the security assistance program. Administrative policies and

precedent studies provide a basic outline of the results desired, but are not detailed as to the methods used to accomplish a project.

**Factor 4 - Complexity - Level 4-4 - 225 Points**

Incumbent work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems involving basic changes to planning, controlling and budgeting of resources in a security assistance program. Work requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables.

Projects and studies assigned at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis requiring incumbent to identify the nature of the issues or problems encountered with difficulty in measurement due to conflicting program goals and objectives. Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document requiring originality in refining techniques for application to the analysis of specific issues or resolution of problems.

**Factor 5 - Scope and Effect - Level 5-4 - 225 Points**

The purpose of this position is to efficiently and effectively manage and execute a Security Assistance program, within the confines of governing regulations and the Arms Export Control Act and Foreign Assistance Act. Work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives.

Work contributes to the productivity, effectiveness, and efficiency in program operations at different geographical locations within STRICOM. Work affects the plans, goals, and effectiveness of missions and programs at these various locations.

**Factor 6 - Personal Contacts &**

**Factor 7 - Purpose of Contacts - Level 3-c - 180 Points**

This position has regular and recurring personal contacts in meetings, discussions, and briefings with management and employees within STRICOM, DA, DoD, officials of other U.S. Government agencies, allied nations and their representatives, and international organizations.

Purpose of Contacts is to justify and explain findings, foster better understanding, and settle matters involving issues such as recommendations affecting resources and programs. Incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

NL12714

Factor 8 - Physical Demands - Level 8-1 - 5 Points

The work is primary sedentary.

Factor 9 - Work Environment - Level 9-1 - 5 Points

Work is typically performed in an adequately lighted and climate controlled office.